

Applying for Site Manager (Coordinator) at APHTN

1. Go to <http://www.chems.alaska.gov/phtn/>
2. Click “Site Management”

The screenshot shows a web browser window with the URL http://www.chems.alaska.gov/phtn/participant_login.asp. The page header includes the State of Alaska logo, Department of Health & Social Services, and CHEMS. The main heading is "Participant Login". On the left is a navigation menu with links: Home, Other Opportunities, Participant's Page, Site Management, Links and Resources, Help, and Contact Us. The main content area prompts the user to "Please enter your e-mail address and password:" with input fields for "E-Mail Address:" and "Password:". Below these is a "Login as Participant" button and a link for "Forgot your password?". At the bottom, it says "Not registered? Click below to register as a new participant:" with a "Register as New Participant" button.

Note: You need to be a registered participant before applying as a site manager. If you are already a registered participant then the system will ask your participant email and password. (If you are taken to the “Participant Log In” page, please see “Becoming a New Participant” PDF File, and register to be a participant first)

3. Fill in the blanks with your info and hit the “Apply to be a Site Coordinator” button.

The screenshot shows a web browser window with the URL <http://www.chems.alaska.gov/phtn/SiteApplication.asp>. The page header is the same as the previous screenshot. The main heading is "Site Manager Application". Below the heading is a link for "Site Manager Login". The main content area displays a welcome message: "Welcome: Raj Maskay". Below this are input fields for "Organization:", "Job Title:", "Org. Phone#:", and "Org. Fax#:". At the bottom is an "Apply to be a Site Coordinator" button.

4. A screen will pop up with the following message and hit OK.

The screenshot shows a Microsoft Internet Explorer pop-up message box. It features a yellow warning triangle icon on the left. The text inside the box reads: "You have been submitted as a pending site coordinator to the APHTN administrator. You will be contacted application is processed. Please give 1 to 2 business days for processing." At the bottom right of the box is an "OK" button.

You will be notified in a few days if you have been accepted. When you get that message, you can now begin assigning programs to your site. (or See “Managing a Site” page).

Managing a Site at APHTN

1. Go to <http://www.chems.alaska.gov/phtn/>
2. Click Site Management
3. Click on “Log on as Site Manager” button
4. Select your site from Add First Site drop down box and click on “**Select this Site To Coordinate**” button. You have to do this only once, first time.

5. Click on **Site Selection and Maintenance**.
In this window you can choose a new site, change sites, or delete site from your maintenance list. Some people maintain many viewing sites. Make the needed selection and then click the button below.
6. On Change Current Site dropdown box Select your site by clicking on the arrow.
And click on “**Change to the Selected Site**” button.

Program	Start Date/Time
Coordinating Local Weapons of Mass Destruction Training	11/18/2004 9:00:00 AM
Learning From and Preparing for SARS	11/11/2004 9:00:00 AM
Emergency Patient Care	11/4/2004 9:00:00 AM
Life Saver 2004: Planning & Implementation of a Field Exercise	10/28/2004 9:00:00 AM
Pandemic Influenza Issues and Avian Influenza	10/21/2004 9:00:00 AM
EMSAT Cardiac Update	10/14/2004 9:00:00 AM
Pandemic Influenza Issues and Avian Influenza	10/7/2004 9:00:00 AM
First Things First: Defining Local Public Health Practice for Safer, Healthier Communities	10/7/2004 9:00:00 AM
Recovery from Attack: Diversity in Approach and Technique	9/30/2004 9:00:00 AM
Infection Control 2004 (EMSAT)	9/23/2004 9:00:00 AM

7. After **Selecting your site** (as seen above For Site: Dept of Health and Social Services, AOB # 519) click “**Add New Program to This Site**” button. All APHTN programs that are not being shown at your site will be available. Pick one program and click “**Add Program**” button. You will then be sent back to the previous window where the new class will now be listed. When you are done adding programs to your site please click on “Logout” button.

If you are unable to make changes to your site or your site is not listed, feel free to contact us. Thank you for your interest in the Alaska Public Health Training Network.